

*Town of Cheswold*  
1856



*State of Delaware*  
1787

**Town of Cheswold**  
**Minutes of the Monthly Town Council Meeting**  
**Cheswold Town Hall**  
**691 Main Street**  
**Cheswold, Delaware 19936**  
**Monday – August 3, 2020**  
**6:00 p.m.**  
**ZOOM Teleconference**  
**1-929-205-6099 Meeting ID: 9728359352#**  
**<https://us02web.zoom.us/j/9728359252>**  
**FACE MASKS ARE REQUIRED**

The following persons were in attendance in person:

Mayor Larence Kirby  
Vice Mayor Santo Faronea  
Secretary/Treasurer Theon Callender  
Council person Mr. Michael Wysong

**Police Department:** Chief Chris Workman

**Excused:**

Councilperson Judith Johnson  
Councilperson Mark Moxley

**Zoom Attendees:**

**Public Works:** Michael Callender – Code Enforcement Officer  
**Admin:** Shadina Jones, Town Clerk  
**Town Engineer:** Tom Wilkes, P.E.

**NOTICE:**

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on January 6, 2020, on the Town of Cheswold website at: <http://cheswold.delaware.gov>. Copies of the agenda were posted outside the Cheswold Town Hall; in the local Post Office; at the Fox Pointe Management Office and on the Official Web Site for the Town of Cheswold, at <http://cheswold.delaware.gov>; and was filed with the Clerk of the Town of Cheswold on July 27 2020. Copies of the agenda were available for pick-up at the Town Hall.

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**MEETING:**

The meeting was called to order Mayor Kirby, at 6:00 pm, immediately followed by the Pledge of Allegiance and a Moment of Silence.

The Mayor requested that attendees during the Moment of Silence acknowledge the passing of the first female Adjutant General of the Delaware National Guard Carol Timmons. General Timmons was the first female Air Policeman, and flew over 400 combat flights, along with piloting Helios: C-130 and C-141 cargo planes.

**ROLL CALL:**

Mayor Kirby requested Secretary/Treasurer Callender to call the roll. And with four, (4), members of the six, (6) ,person Council present, Ms. Callender presented a quorum to the Mayor and the meeting continued.

**PROPERLY POSTED:** Based on the dates of the posting of the meeting and the agendas, Mayor Kirby acknowledged that the meeting had been properly posted.

**REVIEW of AGENDA**

Mayor Kirby requested the Council review the accuracy of the agenda and for a motion to accept as presented or to make changes and amendment requests as needed.

Vice Mayor Faronea made a motion to accept the agenda as presented. Councilperson Wysong made a second to the motion. A unanimous vote of the Town Council approved the motion.

**REVIEW of PREVIOUS'S MONTHS MEETINGS**

Mayor Kirby requested the Council to review the accuracy of the previous month's minutes and for a motion to accept them as presented or to make changes and amendment requests as needed.

A motion to accept the Town Council minutes, as presented was made by Vice Mayor Faronea and Councilperson Moxley made a second to approve the motion. A roll call vote on the motion resulted in a unanimous vote to approve the minutes as follows:

June 1, 2020 – Public Hearing of Four Ordinances  
July 6, 2020 – Monthly Town Council Meeting

**TREASURER'S REPORT:**

The Mayor requested Council to make any necessary statements or to make a motion to approve the following Treasury Reports:

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**TREASURER'S REPORT** - *"continued"*:

a. The Treasurer's Reports for the **Month of July 2020**, is as follows:

**Monthly Cash Flow Comparisons**

TOWN of CHESWOLD	July 2020
Cash Receipts	\$ 28,253.08
Cash Disbursements	\$ 67,172.47
<b>Negative Monthly Cash Flow</b>	<b>(\$ 38,919.39)</b>

ADMINISTRATION	July 2020
Cash Receipts	\$ 27,628.08
Cash Disbursements	\$ 39,574.28
<b>Negative Monthly Cash Flow</b>	<b>(\$ 11,946.20)</b>

POLICE DEPARTMENT	July 2020
Cash Receipts	\$ 250.00
Cash Disbursements	\$ 27,483.39
<b>Negative Monthly Cash Flow</b>	<b>(\$ 27,233.39)</b>

PUBLIC WORKS	July 2020
Cash Receipts	\$ 375.00
Cash Disbursements	\$ 114.80
<b>Positive Monthly Cash Flow</b>	<b>\$ 260.20</b>

b. The Treasurer's Report, (**Account Balances**), for the **Month of July 2020**, is as follows:

as of:	July 2020
Capital Account	\$ 30,927.06
Cheswold Heritage Day Account	\$ 5,266.41
Eide Grant Fund Account	\$ 3,873.72
Fire Company Account	\$ 42,761.73
General Fund Account	\$ 68,595.97
Land Use Applicant's Account	\$ 44,226.41
Litigation Account	\$ 891.99
Municipal Street Aid Account	\$ 46,433.19
Salle Grant Fund Account	\$ 244.34
DelDOT Projects	\$ 150,000.00

TREASURER'S REPORT - "continued":

A motion to approve the Treasurers Report was made by Vice Mayor Faronea and Councilperson Wysong made a second to the motion. A roll call vote passed the motion unanimously.

c. Requisitions –

<u>Req. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
R1-00001	Police	EP Engine Performance	Brakes/Rotor-Tahoe	\$616.69	General Fund
R1-00009	Police	Dover Army/Navy	Pants/Shirts-Part Timers	\$547.80	General Fund

d. Proposed Purchases -

<u>P.O. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
<i>NOTHING to REPORT</i>					

TAX COLLECTOR'S REPORT – *Town Clerk Shadina Jones*  
*Month of July 2020*

TAX REPORT: FISCAL YEAR 2019 – 2020

Total Amount Billed: \$157,085.40

<u>As of:</u>	<u>Current Year:</u>	<u>Past Due Paid:</u>
07/31/2020	\$ 580.01	\$ 199.21
08/31/2020		
09/30/2020		
10/31/2020		
11/30/2020		
12 /31/2020		
01/31/2021		
02/29/2021		
03/31/2021		
04/30/2021		
05/31/2021		
06/30/2021		

b. **DELINQUENT TAXES** – *Town Clerk Shadina Jones*

Councilperson Wysong inquired as to the dates for tax payments. Ms. Callender responded that the Town's normal tax period is from July 1<sup>st</sup> to September 1<sup>st</sup>. However, due to COVID-19, we are behind schedule.

Ms. Jones informed the Council that the tax bills had been received that day and that they would be mailed before the end of the week and the new due date before fines and penalties is November 1, 2020.

**POLICE DEPARTMENT REPORT – *Chief Christopher Workman:***

**Grants** - The Cheswold Police Department was awarded \$9,500 from the Criminal Justice Councils' administering of the FY2020 Coronavirus Emergency Supplemental Fund. This grant as submitted for two years of car disinfection and deep cleaning, along with purchasing of cleaning supplies and no touch hand sanitizer stations for the Police Department. We have initiated a plan and begun the purchase of items to provide for protection and disinfection of offices and patrol areas along with vehicles. All items should be purchased and installed along with protocols by the end of the month.

**Neighbors App** - Reminder: the Cheswold PD is now part of the Neighbors App. Neighbors allows you, the user, to share photos, videos and information related to local crime and safety incidents so fellow residents can stay informed. The Cheswold Police Department can view what local residents have posted publicly to Neighbors and can now chime-in with relevant updates or safety alerts to help residents stay informed. You do not need a Ring device to join Neighbors.

Anyone with a smartphone can download the Neighbors App in order to receive updates and have the option to post photos or videos from any device. To download, residents can text "jointoday" to 555888 or visit the app store. Feel free to spread the word and make sure to always report criminal activity or emergency situations by dialing 911.

**Violent Crimes Grant** – The Cheswold Police Dept was awarded \$20,416.12 in grant funds and is gathering information and quotes for the use of these funds for the coming fiscal year. Grant submissions are due by Aug. 10.

**Grant**– The Cheswold Police Department was awarded \$9,500 from the Criminal Justice Councils administering of the FY2020 Coronavirus

**Traffic Summonses –**

Officers issued 115 traffic summons' s during the month of July.

**Monthly Activity Report –**

Officers responded to or completed reports for 186 Incidents for the month of July.

**Monthly Incident Report –**

July report is available for view at Town Hall

**PUBLIC WORKS REPORT** – *Code Enforcement Officer Michael Callender*

- Status Report –

	<u>PERMITS ISSUED</u>	<u>NEW VIOLATIONS</u>	<u>CLOSED VIOLATIONS</u>	<u>BUSINESS LICENSES ISSUED</u>	<u>BUILDING INSPECTIONS</u>
August 2020	6	1	0	11	1

**CODE ENFORCEMENT PROPERTIES**

- **33 New Street** – **PENDING:** NO CHANGE.
- **53 School Lane** – **PENDING:** The Town has received a complaint/concern regarding the state of the property and is looking to have the weeds, small trees and grasses cut, as well as filling in the foundation that is exposed.
- **179 Commerce St.** – **ONGOING:** The Building Permit for this structure was issued to the contractor and the property owner. The property owner and his attorney are aware and accepted that a Certificate of Occupancy will not be issued until the issue with the sink hole and associated pipe, located on his property is properly abated.

**Violations:**

- **124 Main St.** – A violation was issued to the property owner for a trash container located on Main St. past its specified date.
- **117 Parkers Dr.** – Failed initial framing inspection for finished basement.

**PLANNING COMMISSION REPORT** – *Land Use Administrator Sam Callender*

- Request for Special Town Council Meeting** – Ms. Callender informed the Mayor and Council that the DB&F Engineering Firm desires the Council to have a Special Council Meeting to review the Stonington Final Plan, should the Planning Commission recommend it at their meeting on August 13. The members agreed to the meeting to be held on Monday, August 24, 2020 at 6:00 pm
- Status of 2020 Comprehensive Plan:** Ms. Callender reported that for all intents and purposes the updates and revisions to the Plan are complete. Receipt of Chapter 10 and review of the maps by and from Mr. BJ DeCoursey of the IPA is pending, but he has promised to deliver prior to the August 13 Planning Commission meeting.
- Master Plan Training Workshop:** Attendees of the Workshop acknowledged that it was informative and further discussion is required to determine a course of action.

**ORDINANCES for REVIEW**

*NOTHING to REPORT*

**RESOLUTIONS for REVIEW**

Resolution 07-16-20-095 Public Hearing of 2020 Comprehensive Plan

As Chapter 10 has not yet been received from Mr. DeCoursey, it was agreed to postpone the review and potential approval of the resolution until such time as the Plan has been totally completed.

**PROCLAMATIONS for REVIEW**

*NOTHING to REPORT*

**OLD BUSINESS:**

*NOTHING to REPORT*

**NEW BUSINESS:**

**a. Risk Reduction Practices for Protests & Civil Unrest – *Town Administrator Sam Callender***

Ms. Callender presented a power-point introductory document on the subject of protests and how to handle them in a municipal environment. The Council and the Police Chief reviewed and discussed it and agreed that additional time and attention will be given to developing a municipal policy to address reducing the potential risk associated with protests and civil unrest.

**b. Annexation Process Training – *Land Use Administrator Sam Callender:***

Sam Callender presented the Council with an application, checklist and a flow chart associated with the annexation process. She also explained the need for annexations in the Delaware environment and promised to provide additional information, if required.

**COMMUNITY COMMENTS:**

*NOTHING to REPORT*

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**COUNCILPERSON COMMENTS:**

Vice-Mayor Santo Faronea – *NOTHING to REPORT*

Secretary/Treasurer Theon Callender – *NOTHING to REPORT*

Councilperson Judith Johnson – EXCUSED

Councilperson Mark Moxley – EXCUSED

Councilperson Michael Wysong – *Asked Ms. Callender if there had been a response from the railroad concerning parking. Ms. Callender responded that she had left several messages, but to date had not received any responses and that she would contact Mark Moxley or find other options.*

**MAYOR KIRBY'S COMMENTS** – *Thanked everyone for their attendance and participation in the joint Town Council/Planning Commission Workshop.*

**Motion to Adjourn**

A motion was made by Councilperson Wysong seconded by Councilperson Faronea to adjourn at 7:00 p.m. A roll call vote on the motion resulted in a unanimous vote to approve. The meeting adjourned immediately thereafter.

*Submitted by: Secretary/Treasurer Sam Callender – August 6, 2020*

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